

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State Office
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Tualatin, OR 97062-8121

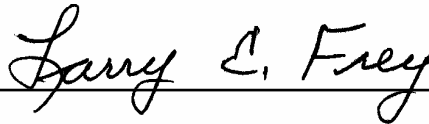
**Oregon Notice
GEN-110**

For: County Offices

Farm Loan Programs (FLP) Training for Program Technicians (PTs)

Approved By: State Executive Director

LEF:LEV:lv



1 Overview

A Background

FSA established a National Program Technicians Training Task Force several years ago for the purpose of designing a training program and training materials for Program Technicians that support the delivery of Farm Loan Programs. The Task Force has developed a comprehensive on-line Program Technician's Training Manual, and will broadcast a training program to provide an overview of the Program Technician's role in the delivery of Farm Loan Program assistance, and introduce the Training Manual and other related topics.

B Purpose

The purpose of this Oregon Notice is to:

- announce FLP training for PTs to be broadcast via satellite and provide guidance on which employees should attend
- specify the locations where arrangements have been made for FSA employees to receive and participate in the training
- designate a PT at each location as a Site Facilitator for the broadcast training
- provide all employees with the accommodation statement required by Subparagraph 76 C of FSA Handbook 31-PM.

C Contact

Direct questions concerning this Oregon Notice to Lynn Voigt or Lee Go in the State Office.

Disposal

March 1, 2004

02-02-04

Distribution

STO, DD, COR, COC, COF - Including Farm Loan Programs

2 Training Information

A Training Time and Locations

The FLP Program Technician Training will be broadcast via satellite on Thursday, February 12, 2004, from 7:00 am to approximately 1:30 pm, PST. Arrangements have been made for FSA employees to receive the broadcast signal at the locations shown in Exhibit 1 of this Oregon Notice.

The training will provide an overview of the Program Technician's role and responsibilities in completing loan making and loan servicing actions. Participants will also receive an overview of the new web-based Farm Business Planning process that the Agency will be introducing and implementing beginning this spring.

B Training Attendance

This training is mandatory for all Program Technicians that spend at least 50 percent of their time performing FLP duties and responsibilities. It is also strongly recommended for the County Office Reviewer (COR) and those other Program Technicians that support FLP activities, but do so less than 50 percent of their time. Other FSA employees (such as FLOTs, FLOs, FLMs, DDs, and CEDs) may also attend as long as it is practical and cost effective.

Exhibit 1 of this Oregon Notice provides a listing of anticipated FSA employee attendance at each training site.

C Per Diem

Per diem for overnight lodging accommodations the evening before the scheduled training is authorized for those training participants whose official duty station is 50 miles or more away from their designated training site. Participants needing overnight lodging accommodations need to make every effort to travel to their overnight accommodations during normal duty hours. Training participants needing lodging accommodations need to make their own arrangements and reservations.

D Mileage

Government vehicles should be used for travel when available. Mileage is authorized for all training participants. Carpooling is encouraged.

E Overtime

Overtime is authorized for all Non-Exempt employees that are training participants. Time spent in travel from the training participant's official duty station to the training site that falls outside the training participant's normal duty hours, and time spent in training that falls outside the training participant's normal duty hours, may be considered for overtime pay. Overtime costs for Federal employees will be covered by Washington controlled funds, and overtime costs for Non-Federal employees will be covered by County controlled funds.

3 Action

A STO Action

Under separate cover, the STO has distributed a 3-ring binder containing a copy of the Farm Loan Programs Technician Training Manual. Copies have been distributed to most of the training participants listed in Exhibit 1 of this Oregon Notice, plus sufficient other copies so that there will be at least one printed copy of the manual available in each County Office.

B Training Participant Action

All training participants need to bring the following equipment or training aids with them to their assigned training site:

- pen or pencil to take notes with
- paper to take notes on
- if desired, a copy of FLP Technician Training Manual to refer to.

Note: It is not necessary for all training participants to have their own hard copy of the FLP Technician Training Manual during the training broadcast. Successful participation in the training does not require a copy of the training manual. Not all subjects in the manual will be addressed in the training session, nor will the subjects be covered in the same sequence as found in the manual.

C Training Participant Preparation

The satellite broadcast training session will not be interactive. Telephone lines will not be available to call into the broadcast center for questions and answers. Because of this, questions that training participants wish to have answered during the broadcast will need to be sent in to those conducting the training several days prior to the broadcast.

To help assure that the training broadcast is as meaningful as possible, training participants are requested to access the on-line version of the FLP Technician Training Manual at <http://www.flp.fsa.usda.gov:4019>, navigate through it, and become familiar with it. To gain access to this site, users will need to login with their C or CA identifications.

After reviewing the on-line or printed copy of the training manual, please provide any questions you may have about the training manual, the FLP Program Technicians role or responsibilities in loan making or servicing, or the expectations the Agency has for the Program Technicians use of the new Farm Business Planning system to the Farm Loan Chief.

D Accommodation Statement

Persons with disabilities who require accommodation to attend or participate in this training should contact Roger Tresham, Chief Administrative Officer, at (503) 692-1973, extension 227, [TDD (202) 720-2600 at the USDA's TARGET Center or through the Federal Relay Service at 1-800-877-8339], or by e-mail at Roger.Tresham@or.usda.gov, by Monday, February 9, 2004.

4 Training Site Facilitators

A Site Facilitator Designation

Training participants shown in Exhibit 1 of this Oregon Notice that have an asterisk (*) shown after their name, are designated as the Site Facilitator for their broadcast training site.

B Site Facilitator Duties

The duties of the Facilitator designated for each site are as follows:

- contact the training facility contact person shown in Exhibit 1 several days in advance of the training, and make arrangements to personally visit the facility contact person at the training site to become familiar with the receiving equipment and the training facility

Note: In at least one instance, a training facility contact person has expressed an interest in providing the designated Site Facilitator with a key to the training site because the early start time of the training broadcast falls outside their duty hours.

- during the advance visit to the training site with the training facility contact person, confirm that connection to the satellite can be made. Satellite coordinates and other information necessary to receive the broadcast signal is shown in the following table:

| | |
|---------------------|------------------|
| Satellite | Telstar 5 C-Band |
| Signal | C Band - Analog |
| Transponder | 16 |
| Down Link Frequency | 4020 MHz |
| Polarity | Horizontal |
| Location | 97 Degrees West |
| Audio | 6.2 and 6.8 MHz |

Tips for tuning into the satellite broadcast are shown in Exhibit 2 of this Oregon Notice.

- visit the training site at least one half hour early for the test and tone period to ensure that the signal is received. If assistance is needed tuning in the broadcast, or if problems arise prior to, during, or after the connection, the facility contact person or designated Facilitator may call the trouble line at (202) 720-8859

Note: The facility contact person or designated Facilitator should be at the satellite receiver when placing the call.

- welcome participants to the training, encourage participants to make arrangements for box lunches or other on-site meals if they did not bring a sack lunch and are not planning on waiting until after the broadcast for lunch, assure that participants are on site and ready to resume training after the designated break and lunch periods, and maintain order during the training broadcast

4 Training Site Facilitators (Continued)

B Site Facilitator Duties (Continued)

- serve as the training site recorder, making a note of any questions that training participants have that are not answered during the broadcast, and sending them to the Farm Loan Chief after the broadcast training is complete
- ensure that the training site and facilities are left clean and in order after the training is completed, and that our hosts at the training facilities are thanked for their graciousness in permitting the training participants to use their equipment and facilities.

Training Participants

FLP Program Technician Training

February 12, 2004

7:00 am through 1:30 pm, PST

| Pendleton | | |
|--|---------------------------|----------------------|
| Location: Columbia Plateau Conservation Research Center (CPCRC) 48037 Tubbs Ranch Road, Pendleton, OR 97810 (541) 278-4372 | | |
| Facility Contact: Richard Greenwalt | | |
| Name | Title | County Office |
| Elaine Urban* (Facilitator) | Program Technician | Umatilla |
| Bill Williams | County Executive Director | Wallowa |
| Tara VanCleave | Program Technician | Union |
| Jared Lathrop | Farm Loan Officer Trainee | Umatilla |
| Tim Gray | County Office Reviewer | Wallowa |

| Ontario | | |
|--|--------------------|----------------------|
| Location: Washington County Idaho Extension Office Weiser, ID (208) 414-0415 | | |
| Facility Contact: Steven Reddy | | |
| Name | Title | County Office |
| Maria Lujan* (Facilitator) | Program Technician | Malheur |
| Carla Dillon | Program Technician | Malheur |
| Jon Mills | Farm Loan Officer | Malheur |
| Maria Lopez | Farm Loan Officer | Malheur |
| Ann Hurley | Program Technician | Baker |

| Burns | | |
|--|--------------------|----------------------|
| Location: BLM Burns District Office 28910 Hwy 20 W, Hines, OR 97738 (541) 573-4400 | | |
| Facility Contact: Chris Pryse | | |
| Name | Title | County Office |
| Debbie Arntz* (Facilitator) | Program Technician | Harney |
| Ilene Berry | Program Technician | Grant |
| Marcy Norris | Program Technician | Harney |

| Klamath Falls | | |
|---|---------------------------|----------------------|
| Location: OSU Klamath County Extension Office 3328 Vandenberg Road, Klamath Falls, OR 97603-3796 (541) 883 7131 | | |
| Facility Contact: Lori Fernlund | | |
| Name | Title | County Office |
| Rowena Chase* (Facilitator) | Program Technician | Klamath |
| Dorothy Scull | Farm Loan Officer | Klamath |
| Marti Hamilton | County Executive Director | Lake |

| Tangent | | |
|---|---------------------------|----------------------|
| Location: OSU Benton County Extension Office 1849 NW 9th St., Corvallis, OR 97330-2144 (541) 766-6750 | | |
| Facility Contact: Melanie McCabe | | |
| Name | Title | County Office |
| Patty Curtis* (Facilitator) | Program Technician | Linn |
| Dax Borgaard | Farm Loan Officer Trainee | Linn |
| Katie Hennessy | Farm Loan Officer Trainee | Linn |
| Donna Sprenkle | Farm Loan Officer | Linn |
| Dana Mahlberg | Program Technician | Coos/Douglas |
| Tyree Koester | Program Technician | Douglas |
| Chris Kirby | Farm Loan Officer Trainee | Douglas |
| Pam Davis | County Executive Director | Douglas |

| Tualatin | | |
|--|---------------------------|----------------------|
| Location: Oregon State FSA Office 7620 SW Mohawk Street, Tualatin, OR 97062 (503) 692-3688 | | |
| Facility Contact: Lee Go | | |
| Name | Title | County Office |
| Lora Surmeyer* (Facilitator) | Program Technician | Marion |
| Judy Burchell | Program Technician | Clackamas |
| Suzanne Hayes | Farm Loan Officer | Clackamas |
| Ralph Meyer | County Executive Director | Clackamas |
| Dorothy Waters | Program Technician | Wasco |
| Peggy Kinkade | Program Technician | Washington |
| Lorie Atkinson | Program Technician | Yamhill |
| Kathey Naegeli | Farm Loan Officer | Marion |
| Karen Bloomdahl | Farm Loan Officer | Wasco |
| Darca Glasgow | County Executive Director | Yamhill |
| Nancy Thompson | Farm Loan Manager | Washington |
| Tami Hiltz | Program Technician | State Office |

TIPS for Tuning into the Satellite Broadcast

All personnel who are responsible for setting up and operating the satellite downlink should take the following steps:

1. **Well before the program date, secure a downlink site with the equipment needed to receive the satellite signal.**
2. **Aim the satellite dish at the correct satellite.**

Satellites are in a stationary arc above the earth. Each is designated by a name and a number (e.g., Telstar 5). Each is also designated by its position in the arc, in degrees west. Telstar 5 for example is at 97 degrees west.

To receive programming from a specific satellite, you must aim your dish at that satellite. Therefore, to receive programming from Telstar 5, you must aim our dish at Telstar 5. The FLP PT Tech training will be carried on the following satellite:

| | |
|---------------------|------------------|
| Satellite: | Telstar 5 C-Band |
| Transponder: | 16 |
| Downlink Frequency: | 4020 MHz |
| Polarity: | Horizontal |
| Location: | 97 Degrees West |
| Audio: | 6.2 & 6.8 MHz |

3. **Find a test a downlink well before the program date.**

Downlinks are the paths by which satellite programming is transmitted. Downlink capabilities differ. Many downlink systems are Astorable, which means they can receive programming from all domestic satellites. Some systems, however, are Afixed, which means they can receive programming from just one satellite. Downlinks also differ in the signals they can receive. Some downlink systems can receive both C-band and Ku-band signals, while others can receive only one type of signal. The FLP PT training will be carried live on standard C-band satellite.

By testing satellite transmission well before the program date, you allow yourself ample time to address any problem that may arise. If you need help during testing, call the vendor of your equipment. Because satellites sometimes change position, vendors may need to update their satellite receivers.

4. **Choose the proper frequency.**

Satellites have channels or transponders that are numbered from 1 to 24. Each transponder transmits on a specific frequency. Most downlink receivers have menus for choosing and adjusting frequency. The C-band frequencies range from 3720 to 4180 MHz; Ku-band from 14020 to 14485 MHz.

5. **Ensure the polar-channel relationship is correct.**

In essence, polarity is a way to turn 12 channels into 24. While polarity is usually classified as horizontal or vertical, some downlink receivers assign polarity a number. Consult your operations manual or technical consultant to ensure your polarity-channel relationship is correct.

6. **Understand your equipment's audio frequency settings.**

Standard audio frequencies are 6.2 and 6.8 MHz, and most satellite receivers are preset to receive them. While an audio signal can transmit on one frequency (e.g. stereo), more commonly assign transmits on both. Check your equipment manual for further information.

7. **If needed, identify ways to improve transmission.**

The downlink receiver has many tools for improving reception, including filters for reducing interference and controls or enhancing audio and video inputs. Consult your equipment manual for further information.

The preceding steps should lead to a successful FLP PT Training, but problems may arise. Should a problem arise, first confirm that all your settings are correct, because it is unlikely to be on the uplink. Second, act immediately. For example, act immediately if transmission is poor during the Test and Tone period immediately before the program. Do not assume the picture will clear.

If you cannot address the problem and the program is due to begin, have the most technically proficient person, preferably someone who has used the satellite equipment, call the **FLP PT Training trouble number at 202-720-8559**. Make sure that person has the receivers make, model, and user manual available when calling the trouble line. If possible, have that person stand next to the equipment when making the call.